



DEPARTMENT OF THE ARMY
OFFICE OF THE SURGEON GENERAL
5109 LEESBURG PIKE
FALLS CHURCH, VA 22041-3258

**REPLY TO
ATTENTION OF**

DASG-IMD

29 October 2004

AHLTA SOP #3
AMEDD AHLTA Program Office General Areas of Responsibility

1. **PURPOSE:** To clearly define general areas of responsibility for members of the AHLTA Program Office.

2. **REFERENCE:**

3. **SCOPE:** This SOP applies to all members of the AHLTA Program Office.

4. **DEFINITIONS:**

5. **GENERAL:** The AMEDD AHLTA Program Office is engaged in enhancing the excellence of military healthcare through implementation and integration of AHLTA. The transformational nature of this change, which is occurring on a global scale, requires an organization that is planar and adaptable. The small size and specialized nature of our office requires that we be able to clearly communicate, adapt, and change as a team while maintaining focus. The planar nature of our office is depicted by nodes of overlapping influence. The planar nature requires that no one is more than one step away from the Program Manager and in the absence of the node director, the PM should be contacted.

6. **Responsibility & Accountability:** The overall responsibility and accountability for all actions of the Program Office reside with the PM. The PM is also responsible for strategic planning and insuring that all activities conform to AMEDD goals and program vision. Success can only be achieved through teamwork and the following nodal areas are to be utilized. Each node is responsible and accountable for their actions. Each area's activity should be in step with the Program Office's vision and goals.

A. **Clinical Process Engineering (Node Director: LTC Moody)** - Directs activities to facilitate the most effective and efficient integration of AHLTA into the complete business of military healthcare.

- 1) Supported by contract for Data Analysis (position open)
- 2) Works closely with MAJ Jacob Aaronson, OTSG AHLTA integration and functional requirements
- 3) Directs contract for CPE capture and knowledge dissemination

4) Executive Assistant (Dave Freeman) to maintain and post lessons learned on AKO

B. Training & Education (Node Director: LTC Collins) - Responsible for QA of AMEDD training by Unisys. Oversees, directs and evaluates sustainment trainer activity on a weekly basis. Directs creation and capture of How-to's and lessons learned for AMEDD dissemination. Serves as PM office liaison to ALL "schoolhouse" activities including GME. Is the primary liaison from this office to UNISYS. Supported by:

- 1) Sustainment Training contract.
- 2) Site POCs: MSG Porter, SFC Meeks, Mr. Campbell

C. Template Development and Clinical Solutions (Node: Director: MAJ Blair) - Responsible for development, distribution, and assurance of clinical utility of templates.

- 1) Reviews feedback from the field Sustainment Trainers.
- 2) Works closely with MAJ Aaronson on clinical utility issues
- 3) Works with Paul Ferrel and LTC Glad on IT issues.
- 4) Analyzes issues and recommends solutions to clinical care issues utilizing present AHLTA capability.
- 5) Recommends system change requests as necessary.
- 6) Serves as AMEDD Enterprise-wide Template Manager

D. Pre-Training Activities: IT implementation, training preparation, and marketing (Node Director: Contractor (position vacant) - Responsible for tracking and QA of pre-training activity at each site.

- 1) Assists with local marketing with USMITC support.
- 2) Assisted by site POC prior to training and supported by Paul Ferrel for technical preparation/connectivity issues.

E. Site Tactical Support and Office Operations (Node Director: Doug Barton) - Responsible for tactical support to all sites; as such he will not be the POC for any CONUS site and responsible for contractual oversight, budget review, and office logistical support. Supported by:

- 1) Office logistics: senior NCO in office
- 2) Budget tracking & execution: Mr. Hale
- 3) Site technical support issues: Paul Ferrel
- 4) Site tactical support: Site POC

7. NOTE: Although this document defines nodes of primary responsibility, it is the entire team's job to create successful implementation and accomplish our vision. We will also get back with an individual or make sure the issue was handed off to the right person.

8. Meetings:

A. PM Office meeting – Monday 1000 EST: LTC Moody, LTC Collins, MAJ Blair, Doug Barton, Pre-Training activities – node, Site POCs, Budget officer Glen Hale, Paul Ferrel, and Dave Freeman. LTC Glad is invited to attend as available.

B. PM Office and AMEDD Strategy Sessions - Thursday 1500 EST: All node director plus invitees are expected to attend. The meeting will focus on long range issues necessary for success.

C. LTC Collins will have weekly meetings with IA to discuss issues. When LTC Collins is not available Pre-Training Activities node director will run the meeting.

9. Proponent for this SOP is the Program Office Director at Commercial 706-787-7165 or DSN 773-7165.



RON MOODY, MD
Program Director
LTC, MC
AMEDD AHLTA Implementation
and Clinical Integration Office